



THE CITY OF SAN DIEGO

SUBMITTAL REQUIREMENTS AND PROCEDURE FOR Telecommunication Facilities

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION
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This information bulletin describes the minimum submittal requirements for a telecommunication facility application and does not apply to satellite dishes. The submittal requirement for a building permit for satellite dishes are contained in Section 2 of the Project Submittal Requirements Manual (listed as an accessory structure). If the satellite dish requires a Neighborhood Use or Conditional Use Permit as identified in Municipal Code Section 141.0405(g), see Section 4 of the Project Submittal Requirements Manual for submittal requirements.

There are two (2) types of telecommunication facility designations: major and minor. These designations pertain to the permit process. Minor facilities are listed as a "L" (Limited Use) or "N" (Neighborhood Use Permit), major facilities are listed as a "C" (Conditional Use Permit) in the Use Regulations Tables of the Base Zones in the Municipal Code. If the proposed telecommunication facility is located in the Centre City Development Corporation (CCDC) planning area, please contact CCDC at (619) 235-2200 to process your application. To find out if your project is in the CCDC planning area, call our general information number at (619) 446-5000 or CCDC.

I. WHAT IS A TELECOMMUNICATION FACILITY?

Telecommunication facilities consist of antennas and associated equipment used to provide wireless communications, such as telephone, paging or wireless data transmission services. Satellite antennas are not included in this bulletin. Refer to Municipal Code Section 141.0405(g) for further information.

The San Diego Municipal Code (SDMC) requires these facilities to be concealed from public view or integrated into a structure or the environment through architectural enhancement, unique design solutions or accessory use structures (SDMC Section 141.0405).

II. SUBMITTAL REQUIREMENTS

The following forms, documents and plans, along with the detailed description of the content of these items, are required at project submittal. Projects not meeting these requirements will not be accepted into plan review. To schedule a submittal appointment for a telecommunication facility application call (619) 446-5300. At this appointment, provide information in the quantities shown below.

Documents referenced in this Information Bulletin

- General Application (DS-3032)
- Parcel Information Checklist (DS-302)
- Ownership Disclosure Statement (DS-318)
- Information Bulletin 512, "How to Obtain Public Noticing Information"
- Land Development Manual, Project Submittal Requirements, Sections 2 and 4

A. Application Package

Provide one copy of the following documents:

- ❑ **General Application** (DS-3032) - Identify the address of the building upon which the antennas are proposed to be placed, or in the case of a free-standing support structure, identify the address of the property upon which the proposed facility is to be placed. Do not use meter box addresses. This information is to be used in public notices and will assist persons receiving notices to identify the property.
- ❑ **Parcel Information Checklist** (DS-302)
- ❑ **Proof of Ownership** - For applications on private property, a copy of the Grant Deed is required to provide proof of current ownership and to verify legal lot status.
- ❑ **Ownership Disclosure Statement** (DS-318) - For projects on City property or in the public right-of-way, authorization consisting of a signature on the form from the Real Estate Assets Department property agent is required.
- ❑ **Deposit Account Letter of Authorization** - If the project review will be conducted using an existing deposit account, provide a letter from the Financially Responsible Party for that deposit account authorizing the City of San Diego to use said account for plan review. The letter must identify the company processing the telecommunication facility application, the deposit account number, and the address of the proposed facility.

B. Photographic Survey

Provide one set of a photographic survey of the proposed project site, with a key map. Photographs must be taken from the project boundaries at four or more locations, with on and off site views, including any slopes. The number of photographs will vary depending on the size of the project; however, the quantity must be sufficient to adequately view the entire site.

In addition to the print photos, please provide a CD-R containing photos submitted for the "Photographic Survey" requirement. The photos should be saved in the .jpg format, numbered consistent with the provided key map, and sized no smaller than 3" x 5" and no larger than 8" x 10".

C. Site Justification Letter

For Neighborhood Use or Conditional Use Permit applications, provide two copies of a Site Justification Letter. Base the information contained in this letter on the Justification Map required below. The letter must justify the need or requirement for the proposed antenna location and design. Include other sites that were analyzed but not selected and explain why these sites did not meet your objectives (include engineering, coverage and locational justification) and why the collocation of your facilities with others in the area cannot be accomplished.

D. Photo Simulations

Provide one print copy of photo simulations. The photo simulation illustrates the proposed antenna facility and the equipment. Include photographs of the existing views. If landscaping is used for screening, include a photo simulation at 5 years and 10 years after installation. Include enough photo simulations to accurately depict the proposed facility. These photo simulations will be marked as exhibits and be used during the construction and inspection phase of the project. In addition to the print photos, please provide a CD-R containing the photo simulations. The photos should be saved in the .jpg format and sized no smaller than 3" x 5" and no larger than 8" x 10".

E. Technical Analysis/Reports

Provide two copies of the following documents for Neighborhood Use or Conditional Use Permit applications:

❑ **Justification Map** - Provide a community plan land use map (8 1/2" by 11"). On the map, identify the search ring, alternative sites, the selected site, and all existing and approved telecommunication facilities within a one mile radius. Identify collocation opportunities within the search ring area.

❑ **Aerial Map** - Provide a recent aerial map (8 1/2" by 11") of the area. Superimpose 100-foot, 200-foot and 300-foot diameter target areas on the map.

❑ **Coverage Map** - Provide a map (8 1/2" by 11") identifying the proposed target coverage. Illustrate the coverage prior to and after the installation. Identify major streets and include a legend.

❑ **Noise** - For projects proposed immediately adjacent to a residential area utilizing air conditioning units, provide manufacturer's specifications for the unit, along with a letter report including footages and decibels and a corresponding contour map.

F. Public Notice Package

A public notice package is required as part of your submittal for a Neighborhood Use, Conditional Use, or other development permit. This package is not required for minor facilities listed as a Limited Use in the use regulations tables.

The public notice will be used to notify adjacent tenants and property owners of the proposed telecommunication facility. See Information Bulletin 512, "How to Obtain Public Noticing Information" for more details. The public notice package consists of the following:

❑ **Mailing Labels** - Provide two sets of adhesive mailing labels, on 8 1/2" by 11" sheets. Each set includes the names and addresses of current property owners located within a 300 foot radius of the perimeter of the property for which an application is being made. Where properties are not owner-occupied, resident labels must also be provided in addition to the property owner labels.

❑ **Assessor's Map(s)** - Assessor's Parcel Maps outlining a 300' radius from the *perimeter* of the premise.

❑ **Copy of Mailing Labels**

G. Plans

Plans must be fully dimensioned, drawn to scale, and contain the details outlined below. All plans shall be the minimum size as indicated below, and folded to 8 1/2" x 11".

Limited Use approvals six (6) sets of 11" x 17" plans

❑ **Development Summary** - Provide, in a table format, the following information on the first sheet of the plans:

1. Provide a bullet point narrative that details the project's complete scope of work, including all existing and proposed improvements, any proposed development regulation deviations, and the required permits/approvals.
2. List all existing telecommunication facilities on the site and identify the provider. If none, please note.

3. Show the Project Team - List name and phone number of all consultants including engineers, architects, designers and contractors.
4. Show the legal description and Assessor Parcel Number(s) for the property that the development is proposed on.
5. Show owner's name and address.
6. Show type of construction per the California Building Code.
7. Show the zoning designation and/or overlay zone designations.

❑ **Site Plan**

A site plan is a comprehensive, fully dimensioned drawing which shows the general layout of the property and/or building in which the telecommunication facility is located. The site plan must be drawn to scale and legible when reduced to an 8 1/2" x 11" size and include the following:

1. Show and label all property lines, including distances.
2. On premises containing environmentally sensitive lands, illustrate the boundary lines of those that apply: steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year floodplains, sensitive coastal bluffs, etc.
3. Dimension and label all required setback lines.
4. Show and label any existing easements - identify type. If none, please note.
5. When the proposed enclosure and/or support structure is ground mounted, show all off-street parking spaces, label disabled spaces and provide parking calculations.
6. Show location of existing buildings and structures. Include use of all structures.
7. Show and dimension any proposed structures including antenna support structure and associated equipment shelter, cabinet or fencing.
8. Show location of the coaxial cable from the power source to the antenna.
9. Show any other existing telecommunication facilities on site and identify the provider. If none, please note.
10. Identify proposed locations of all transmitters and provide transmitter frequencies and power levels.

❑ **Method of Attachment**

Provide dimensioned details of antennas including size, downtilt and method used to attach the antennas to the structure.

❑ **Elevations**

This is a dimensioned drawing of each face of the building or antenna support structure and equipment shelter. Include the following information on the elevation drawings:

1. Each elevation of the building or structure must be accurately scaled and fully dimensioned. This includes equipment shelters/buildings.
2. Indicate existing grades and building or structure heights, as defined by LDC Section 113.0270.
3. Show and label existing and proposed architectural details and location of all windows.
4. Show and label existing and proposed exterior materials.
5. When the coaxial cable cannot be located within the interior of the building, identify location of cable tray and illustrate how it will be integrated within the existing exterior building materials.

❑ **Roof Plan**

For roof top installations, provide a fully dimensioned plan view of the existing roof top. Show locations of existing telecommunication facilities and identify the provider.

❑ **Floor Plan**

Required when the equipment is located within an existing building or structure.

1. Fully dimensioned floor plan.
2. Indicate floor level.
3. Label each room according to its existing use.

❑ **Landscape Plan**

Required for ground-mounted antenna structures and ground-mounted equipment or enclosures. The intent of the landscape plan is to illustrate landscape design and screening concepts that are consistent with the Community Plan, Planned District Ordinance, Landscape Regulations, Landscape Standards and other applicable regulations.

1. Provide the following information on the plan and include a legend, by category (e.g., trees, shrubs and ground cover):
 - a. Symbol for all proposed plant materials.
 - b. Botanical names and common names.
 - c. Quantities of plant material and on center spacing for ground covers.
 - d. Breakdown in percentages of the various container sizes of each symbol (e.g. 25 percent, 24-inch box; 50 percent, 15-gallon; 25 percent, 5-gallon.)

- e. Mature height/spread of trees and shrubs.
 - f. Form and function of each plant symbol, such as broad headed canopy shade tree, vertical evergreen screening shrubs 30" min., etc.
 - g. Symbols for existing plant material to remain.
2. Indicate the proposed methods and types of irrigation.

III. PROJECT FEES

The following fees are paid at the time plans are fully submitted to Development Services for plan review. These fees are in addition to the deposit required for the processing of the project.

A. General Plan Maintenance Fee

This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or Municipal Code provisions.

General Plan Maintenance Fee \$ 88

B. Mapping Fee

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee \$ 10

C. Discretionary Project Close Out Fee

This fee is charged to pay for plan processing, notarizing documents, permit recordation, and archiving the Neighborhood Use or Conditional Use Permit project file after final hearing or appeal is completed.

Discretionary Project Close Out Fee \$ 500

D. Deposit

The Neighborhood Use or Conditional Use Permit plan review requires a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit, based upon the approval type as listed below. This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on the General Application form) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews of the project in order to maintain the minimum balance as shown. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

If an existing deposit account will be used for a new application, the account balance will be verified to insure that the required minimum deposit is maintained. Please call your project manager to check on the account balance prior to submitting an application.

Permit/Approval	Initial Deposit	Subsequent Review and Minimum Balance
Conditional Use Permit	\$5,000	\$3,000
Neighborhood Use Permit	\$2,000	\$1,000
Limited Use	\$734 fee	\$489 fee

IV. SEPARATE PERMITS REQUIRED

Prior to obtaining construction permits, evidence must be provided that the cumulative field measurements of radiofrequency power densities for all antennas proposed and/or installed on the premises are below the Federal standards. A separate construction and/or electrical permit may be required. For construction permit exemptions, see Municipal Code Section 129.0203. Your Development Project Manager may also assist you in determining if your project requires construction permits and/or electrical permits.